

113 Election Campaign and Lobbyist Reporting

Functional Group ID=CL

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Election Campaign and Lobbyist Reporting Transaction Set (113) for use within the context of an Electronic Data Interchange (EDI) environment. This Bi-directional transaction set can be used by candidates, candidate committees, party committees, political action groups, lobbyists and other entities to exchange disclosure data.

Notes:

1. Lobbyist employers, lobbyist coalitions, and individual lobbyists in the state of California can use this transaction set to submit California form 603 (Lobbyists Employer or Lobbyist Coalition Registration Statement) dated 7/98; California form 604 (Lobbyist Certification Statement) dated 7/98; and California form 606 (Notice of Termination) dated 7/98. If this IC is used to transmit a form 603, table 1 and illustrated HL loop 2/HL/0100 Must be transmitted (see note 10 below for an explanation of an illustrated HL loop). If this IC is used to submit a form 604, table 1 and the illustrated HL loop 2/HL/0101 MUST be transmitted. If this IC is used to submit a form 606, table 1 and the illustrated HL loop 2/HL/0102 MUST be transmitted. If two or more forms are submitted, table 1 is transmitted only one time.

2. This IC can be used to amend previously submitted data. The amended data is a total replacement of the form.

3. Throughout this implementation convention, reference is made to segments and data elements within this transaction set. Segments are identified in the following manner 1/NM1/0700. The first number identifies the table that contains the segment. The 2 or 3 characters between the slash marks identify the segment (in the example, NM1 identifies the Individual or Organizational Name segment). The last 4 numbers identify the position of the segment within the table. Thus, 1/NM1/0700 identifies the Individual or Organizational Name segment in table 1 at position 0700.

4. A combination of the segment identifier and the position of the data element within the segment, e.g., BGN06 identify data elements within segments. BGN identifies the Beginning Segment and 06 identifies data element 127 which is the sixth data element within the BGN segment.

5. Composite data elements are identified in a manner similar to data elements, e.g., AWD01-04. AWD identifies the Amount with Description segment; 01 identifies composite data element C007, which is the first data element within the segment; and -04 identifies sub data element 935, which is the fourth sub data element within the composite data element C007.

6. This transaction set contains segments and data elements that by the X12 standard are mandatory. A mandatory segment is identified by an "M" in the Requirement Designator field within the transaction set table and by the word "MANDATORY" in the Usage row on the segment page. Data elements that are mandatory by the X12 standard are identified by an "M" in the first column under the ATTRIBUTES on the segment page. Mandatory segments MUST be present in all transmissions of this transaction set. Mandatory data elements MUST be present in all mandatory segments and in those optional segments that are used in the transaction set.

7. This transaction set also contains segments and data elements whose uses are optional by the X12 standard. These segments and data elements are identified in a similar manner as are the mandatory segments and data elements except an "O" is displayed in lieu of an "M" and the word "OPTIONAL" is used in place of "MANDATORY". Optional segments and data elements may be used at the discretion of the originator of the transaction set except when the words "MUST USE" are present. In this instance, the segment or data element MUST be present in the occurrence of the illustrated HL loop in which the annotation appears.

8. This transaction set contains segments and data elements that are optional by the X12 standard but are REQUIRED by this implementation convention under specified conditions. In this instance the word

"REQUIRED" will appear in a note associated with the segment or data element and the condition requiring the use of the segment or data element will be specified in this note. Use of the segment, data element or code are REQUIRED whenever the specified condition is present.

9. This transaction set contains a HL loop (which includes all segments 2/HL/0100 through 2/MTX/3500) in table 2. This HL loop is used to transmit data applicable to a form or schedule and to categorize that data.

10. Within this 113 transaction set there is only one HL loop identified in table 2, however, this loop may be repeated an infinite number of times. For ease of understanding this implementation convention, the data required by each form or schedule is identified in a separate illustrated HL loop. The illustrated HL loops identify the segments, data elements and codes that are to be used to provide the data required by the form or schedule. The illustrated HL loops can be identified by their position numbers within the transaction set. The HL loop within this 113 transaction set starts at position 2/0100 and ends at position 2/3500. Each segment in the HL loop is at a position that is incremented by 100 from the HL segment, e.g., the second segment in the HL loop is at position 2/0200. Each of the segments in the illustrated loops is incremented by 1 from the segments in the basic HL loop, e.g., 2/0101 through 2/3501, 2/0102 through 2/3502, etc. Notes that appear in these illustrative loops will refer to segments by their ACTUAL positions within the X12 transaction set, NOT by their illustrated positions.

11. Each HL loop that starts a form or schedule MUST cite code RP (Report) in HL03. There may be other HL loops within a form or schedule. Each of these loops will cite a code other than RP in HL03. Each code listed in HL03 may be used ONLY one time in each HL loop that transmits data for a form or schedule. All HL loops MUST be numbered consecutively in HL01 throughout the entire transaction set.

12. Codes listed in data elements are the only codes that may be used in that data element.

13. Instructions regarding the use of this transaction set to comply with the reporting requirements of the California Secretary of State's office will appear as italicized, bolded, shaded text. Any other text that appears within this transaction set is part of the X12 standard.

14. Segment syntax and semantic notes are part of the X12 standard and MUST be complied with.

15. This IC accommodates all the instructions for completing a form.

Heading:

<u>Page No.</u>	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
6	0100	ST	Transaction Set Header	M	1		
7	0200	BGN	Beginning Segment	M	1		
Not Used	0300	N9	Reference Identification	O	>1		
Not Used	0400	DTM	Date/Time Reference	O	>1		
Not Used	0500	LQ	Industry Code	O	>1		n1
Not Used	0600	MTX	Text	O	>1		
						LOOP ID - NM1	>1
9	0700	NM1	Individual or Organizational Name	O	1		n2
11	0800	N2	Additional Name Information	O	2		
Not Used	0900	N3	Address Information	O	2		
Not Used	1000	N4	Geographic Location	O	1		
Not Used	1100	PER	Administrative Communications Contact	O	>1		
Not Used	1200	N9	Reference Identification	O	>1		
						LOOP ID - AWD	>1
Not Used	1300	AWD	Amount with Description	O	1		n3
Not Used	1400	LQ	Industry Code	O	>1		n4
Not Used	1500	MTX	Text	O	>1		

Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - HL	>1			
12	0100	HL	Hierarchical Level	O	1		n5
			LOOP ID - N9	>1			
14	0200	N9	Reference Identification	O	1		
16	0300	DTM	Date/Time Reference	O	>1		
Not Used	0400	NX2	Location ID Component	O	>1		
17	0500	LQ	Industry Code	O	>1		n6
18	0600	MTX	Text	O	>1		
			LOOP ID - NM1	>1			
19	0700	NM1	Individual or Organizational Name	O	1		n7
22	0800	N2	Additional Name Information	O	2		
23	0900	N3	Address Information	O	2		
24	1000	N4	Geographic Location	O	1		
25	1100	PER	Administrative Communications Contact	O	>1		
26	1200	N9	Reference Identification	O	>1		
28	1300	DTM	Date/Time Reference	O	>1		
Not Used	1400	NX2	Location ID Component	O	>1		
Not Used	1500	EMS	Employment Position	O	>1		
29	1600	TPB	Business Professional Title	O	>1		
Not Used	1700	PWK	Paperwork	O	>1		
Not Used	1800	PAM	Period Amount	O	>1		
Not Used	1900	G86	Signature	O	1		
30	2000	MTX	Text	O	>1		
			LOOP ID - LQ	>1			
32	2100	LQ	Industry Code	O	1		
Not Used	2200	N9	Reference Identification	O	>1		
Not Used	2300	DTM	Date/Time Reference	O	>1		
Not Used	2400	PCT	Percent Amounts	O	>1		
Not Used	2500	QTY	Quantity	O	>1		
33	2600	MTX	Text	O	>1		
			LOOP ID - AWD	>1			
Not Used	2700	AWD	Amount with Description	O	1		
Not Used	2800	DTM	Date/Time Reference	O	>1		
Not Used	2900	PCT	Percent Amounts	O	>1		
Not Used	3000	QTY	Quantity	O	>1		
Not Used	3100	N9	Reference Identification	O	>1		
Not Used	3200	PDL	Payment Details	O	>1		
Not Used	3300	LQ	Industry Code	O	>1		
Not Used	3400	N1	Name	O	>1		
Not Used	3500	MTX	Text	O	>1		
			LOOP ID - HL	>1			
34	0101	HL	Hierarchical Level	O	1		n8
			LOOP ID - N9	>1			
36	0201	N9	Reference Identification	O	1		
38	0301	DTM	Date/Time Reference	O	>1		
Not Used	0401	NX2	Location ID Component	O	>1		
Not Used	0501	LQ	Industry Code	O	>1		n9
39	0601	MTX	Text	O	>1		

LOOP ID - NM1			>1			
40	0701	NM1	Individual or Organizational Name	O	1	n10
42	0801	N2	Additional Name Information	O	2	
43	0901	N3	Address Information	O	2	
44	1001	N4	Geographic Location	O	1	
45	1101	PER	Administrative Communications Contact	O	>1	
46	1201	N9	Reference Identification	O	>1	
48	1301	DTM	Date/Time Reference	O	>1	
Not Used	1401	NX2	Location ID Component	O	>1	
Not Used	1501	EMS	Employment Position	O	>1	
Not Used	1601	TPB	Business Professional Title	O	>1	
Not Used	1701	PWK	Paperwork	O	>1	
Not Used	1801	PAM	Period Amount	O	>1	
Not Used	1901	G86	Signature	O	1	
Not Used	2001	MTX	Text	O	>1	
LOOP ID - LQ			>1			
49	2101	LQ	Industry Code	O	1	
Not Used	2201	N9	Reference Identification	O	>1	
50	2301	DTM	Date/Time Reference	O	>1	
Not Used	2401	PCT	Percent Amounts	O	>1	
Not Used	2501	QTY	Quantity	O	>1	
Not Used	2601	MTX	Text	O	>1	
LOOP ID - AWD			>1			
Not Used	2701	AWD	Amount with Description	O	1	
Not Used	2801	DTM	Date/Time Reference	O	>1	
Not Used	2901	PCT	Percent Amounts	O	>1	
Not Used	3001	QTY	Quantity	O	>1	
Not Used	3101	N9	Reference Identification	O	>1	
Not Used	3201	PDL	Payment Details	O	>1	
Not Used	3301	LQ	Industry Code	O	>1	
Not Used	3401	N1	Name	O	>1	
Not Used	3501	MTX	Text	O	>1	
LOOP ID - HL			>1			
51	0102	HL	Hierarchical Level	O	1	n11
LOOP ID - N9			>1			
53	0202	N9	Reference Identification	O	1	
55	0302	DTM	Date/Time Reference	O	>1	
Not Used	0402	NX2	Location ID Component	O	>1	
Not Used	0502	LQ	Industry Code	O	>1	n12
56	0602	MTX	Text	O	>1	
LOOP ID - NM1			>1			
57	0702	NM1	Individual or Organizational Name	O	1	n13
59	0802	N2	Additional Name Information	O	2	
60	0902	N3	Address Information	O	2	
61	1002	N4	Geographic Location	O	1	
Not Used	1102	PER	Administrative Communications Contact	O	>1	
62	1202	N9	Reference Identification	O	>1	
64	1302	DTM	Date/Time Reference	O	>1	
65	1402	NX2	Location ID Component	O	>1	
Not Used	1502	EMS	Employment Position	O	>1	

66	1602	TPB	Business Professional Title	O	>1
Not Used	1702	PWK	Paperwork	O	>1
Not Used	1802	PAM	Period Amount	O	>1
Not Used	1902	G86	Signature	O	1
Not Used	2002	MTX	Text	O	>1
LOOP ID - LQ					>1
67	2102	LQ	Industry Code	O	1
Not Used	2202	N9	Reference Identification	O	>1
Not Used	2302	DTM	Date/Time Reference	O	>1
Not Used	2402	PCT	Percent Amounts	O	>1
Not Used	2502	QTY	Quantity	O	>1
Not Used	2602	MTX	Text	O	>1
LOOP ID - AWD					>1
Not Used	2702	AWD	Amount with Description	O	1
Not Used	2802	DTM	Date/Time Reference	O	>1
Not Used	2902	PCT	Percent Amounts	O	>1
Not Used	3002	QTY	Quantity	O	>1
Not Used	3102	N9	Reference Identification	O	>1
Not Used	3202	PDL	Payment Details	O	>1
Not Used	3302	LQ	Industry Code	O	>1
Not Used	3402	N1	Name	O	>1
Not Used	3502	MTX	Text	O	>1
68	3600	SE	Transaction Set Trailer	M	1

Transaction Set Notes

- 1/0500 The LQ segment provides coded information related to a filing, such as, a notice of a late filing.
- 1/0700 The NM1 segment provides name and address information regarding the sender and receiver of a filing.
- 1/1300 The AWD loop provides monetary amounts covering fees and related information associated with a late filing.
- 1/1400 The LQ segment provides coded information related to the monetary amounts carried in the AWD loop.
- 2/0100 The HL loop divides a filing into sections such as basic report information, loans, contributions, receipts, expenditures, related parties and other information contained in a filing.
- 2/0500 The LQ segment provides coded information related to an individual report identified in the N9 segment.
- 2/0700 The NM1 segment provides name, address and related information for reportable entities, such as filers, committees, committee officers, and contributors.
- 2/2100 The LQ loop provides coded information, such as, type of committee, last office held by a candidate, and other information about the entities identified in the NM1 segment.
- 2/3300 The LQ segment provides coded information related to the monetary amount carried in the AWD segment as reported for the entity identified in the NM1 loop.
- 2/3400 The N1 segment provides the name of an entity who benefited from an expenditure made by a party identified in the NM1 segment.

Segment: **ST** Transaction Set Header
Position: 0100
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes:

- 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
- 2 The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition.

Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 113 Election Campaign and Lobbyist Reporting	M ID 3/3
M	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>A unique number assigned by the submitter of the transaction set or the application program. This same number is cited in SE02 of the 2/SE/3600 segment.</i>	M AN 4/9
	ST03	1705	Implementation Convention Reference Reference assigned to identify Implementation Convention <i>Cite 113CA603.</i>	O AN 1/35

Segment: **BGN** Beginning Segment
Position: 0200
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of a transaction set
Syntax Notes: 1 If BGN05 is present, then BGN04 is required.
Semantic Notes: 1 BGN02 is the transaction set reference number.
 2 BGN03 is the transaction set date.
 3 BGN04 is the transaction set time.
 4 BGN05 is the transaction set time qualifier.
 5 BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.

Comments:

Notes: *This segment is used to provide basic information regarding the data contained within this transaction set.*

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	BGN01	353	Transaction Set Purpose Code Code identifying purpose of transaction set <i>Use this data element to identify the purpose of the data contained within this transaction set. Only one of the listed codes may be used.</i>	M ID 2/2
		00	Original <i>Use this code to indicate an original submission of the data contained within this transaction set. When this code is used, BGN07 is REQUIRED and MUST cite code ED.</i>	
		CO	Corrected <i>1. Use this code to indicate that the data contained within this transaction set has been amended from a previous submission. The amended data is a total replacement of the data that was previously submitted (i.e., form 603). 2. When this code is used, BGN06 is REQUIRED and MUST contain the unique number of the previously transmitted transaction set. 3. The unique number of the previously transmitted transaction set was carried in BGN02 of that transmission.</i>	
M	BGN02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier <i>Use this data element to provide a unique number that can be used to identify this transmission in future communications between the submitter and receiver of this transaction set. This number is different than the number that is contained in ST02.</i>	M AN 1/50
M	BGN03	373	Date Date expressed as CCYYMMDD <i>Use this data element to identify the transmission date of this transaction set.</i>	M DT 8/8
	BGN04	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds	X TM 4/8

are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

This data element may be used to identify the time of the transmission. Identify the time as local time in HHMM format.

Not Used	BGN05	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
	BGN06	127	Reference Identification	O AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
			<i>Use this data element to identify the unique reference number of a previously transmitted 113 transaction set. The unique reference number of the previously transmitted 113 transaction set was cited in BGN02 of that transmission. This data element is REQUIRED when BGN01 cites code CO.</i>	
	BGN07	640	Transaction Type Code	O ID 2/2
			Code specifying the type of transaction	
			<i>Use this data element is REQUIRED when BGN01 is code 00 to identify the nature of the data contained within this transaction set.</i>	
			ED	Lobbyist Filing
Not Used	BGN08	306	Action Code	O ID 1/2
			Code indicating type of action	
Not Used	BGN09	786	Security Level Code	O ID 2/2
			Code indicating the level of confidentiality assigned by the sender to the information following	

Segment: **NM1** Individual or Organizational Name
Position: 0700
Loop: NM1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
2 If NM111 is present, then NM110 is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments: 1 NM110 and NM111 further define the type of entity in NM101.
Notes: *Use this segment to identify the "from" and "to" entities of this submission.*

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	NM101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual <i>Use this segment to qualify the entity identified in the following data elements.</i> FR Message From <i>Use this code to indicate the entity submitting the data.</i> TO Message To <i>Use this code to indicate the entity that is to receive the data.</i>	M ID 2/3
M	NM102	1065	Entity Type Qualifier Code qualifying the type of entity <i>Use this data element to identify the entity qualified in NM101 as a person, a government entity, or an entity other than an individual or government entity.</i> 1 Person <i>Use this code to indicate an individual.</i> 2 Non-Person Entity G Government	M ID 1/1
Must Use	NM103	1035	Name Last or Organization Name Individual last name or organizational name <i>1. Use this data element to provide the name of an entity.</i> <i>2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.</i> <i>3. When NM102 is code 2 or G, and the name of the is greater than 60 characters, use the 1/N2/0800 segment to provide the balance of the name.</i>	O AN 1/60
	NM104	1036	Name First Individual first name	O AN 1/35
	NM105	1037	Name Middle Individual middle name or initial	O AN 1/25
	NM106	1038	Name Prefix Prefix to individual name	O AN 1/10
	NM107	1039	Name Suffix Suffix to individual name	O AN 1/10
Not Used	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X ID 1/2
Not Used	NM109	67	Identification Code	X AN 2/80

Not Used	NM110	706	Code identifying a party or other code Entity Relationship Code	X	ID 2/2
			Code describing entity relationship		
Not Used	NM111	98	Entity Identifier Code	O	ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual		

Segment: N2 Additional Name Information
Position: 0800
Loop: NM1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.
2. When NM102 in the 1/NM1/0700 segment is code 6 or G, use this segment to provide the balance of a committee or government organization name that is greater than 60 characters.

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N201	93 Name Free-form name	M AN 1/60
		<i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i> <i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i>	
	N202	93 Name Free-form name	O AN 1/60

Segment: **HL** Hierarchical Level
Position: 0100
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:
Semantic Notes:
Comments:

- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
- 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *This HL loop illustrates the submission of data required by California Form 603, Lobbyist Employer or Lobbyist Coalition Registration Statement.*

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i>	M ID 1/2
		25	Subgroup <i>1. Use this code to indicate lobbying firms with which the filer contracts.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the lobbying firms.</i>	
		AG	Agent <i>1. Use this code to indicate the agencies whose actions the filer will attempt to influence.</i> <i>2. When this code is used, the 2/NM1/0700 loop</i>	

EB	Filer	<p><i>MUST be used to identify all of the agencies.</i></p> <p><i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 603.</i></p> <p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer.</i></p>
FG	Functional Group	<p><i>1. Use this code to indicate in-house lobbyists employed by the filer.</i></p> <p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the lobbyists.</i></p>
RP	Report	<p><i>1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number, legislative sessions covered by the report, and the type of report).</i></p> <p><i>2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.</i></p>

Not Used HL04 736 **Hierarchical Child Code** O ID 1/1
Code indicating if there are hierarchical child data segments subordinate to the level being described

Segment: N9 Reference Identification
Position: 0200
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:
Notes:

When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N901	128 Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
		FQ Form Number <i>Use this code to indicate the number of the form that is being transmitted, i.e., F603.</i>	
		O8 Original Filing <i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 603.</i>	
		OJ Amendment Filing <i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 603.</i>	
	N902	127 Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369 Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373 Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337 Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623 Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	O ID 2/2

			restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	N907	C040	Reference Identifier	O
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	
Not Used	C04001	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04002	127	Reference Identification	M AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04003	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04004	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04005	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04006	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **DTM** Date/Time Reference
Position: 0300
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

When N901 in the 2/N9/0200 segment is code FQ, use of this segment is REQUIRED to identify the reporting period, i.e., the legislative session.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time <i>Use this data element to cite a code that qualifies the date identified in DTM06.</i> EDH Legislative Session <i>1. Use this code to identify the legislative session to which this report pertains.</i> <i>2. Identify the legislative session in DTM06 citing an appropriate date format qualifier code in DTM05.</i>	M ID 3/3
Not Used	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format <i>When DTM01 is code EDH, use this data element to specify the format of the dates cited in DTM06.</i> RD4 Range of Years Expressed in Format CCYY-CCYY	X ID 2/3
	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times <i>Use this data element to specify the legislative session.</i>	X AN 1/35

Segment: LQ Industry Code
Position: 0500
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

1. When N901 in the 2/N9/0200 segment is code FQ, use this segment to identify the type of report that is being filed.
2. The type of report is identified by a code contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
3. All codes contained in the California Lobbyist Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

Ref.	Data	Name	Attributes
LQ01	1270	Code List Qualifier Code	O ID 1/3
		Code identifying a specific industry code list	
		<i>Use this data element to identify the code list that contains the code specified in LQ02.</i>	
		ECU California Lobbyist Report Codes	
LQ02	1271	Industry Code	X AN 1/30
		Code indicating a code from a specific industry code list	
		<i>Use this data element to identify the type of report. Enter a code from section 03 of the California Lobbyist Report Code List.</i>	

Segment: **MTX** Text
Position: 0600
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify textual data
Syntax Notes:

- 1 If MTX01 is present, then MTX02 is required.
- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes:

- 1 MTX05 is the number of lines to advance before printing.

Comments:

- 1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Notes:

1. *Use this segment to provide additional text information related to the report being filed.*
2. *The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.*
3. *This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
MTX01	363	Note Reference Code Code identifying the functional area or purpose for which the note applies REP Report	O ID 3/3
MTX02	1551	Message Text To transmit large volumes of message text	X AN 1/4096
Not Used	MTX03	1551 Message Text To transmit large volumes of message text	O AN 1/4096
Not Used	MTX04	934 Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer	X ID 2/2
Not Used	MTX05	1470 Number A generic number	O N0 1/9
Not Used	MTX06	819 Language Code Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O ID 2/3

Segment: **NM1** Individual or Organizational Name
Position: 0700
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
 2 If NM111 is present, then NM110 is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments: 1 NM110 and NM111 further define the type of entity in NM101.
Notes: 1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 603 and all associated entities (e.g., employer of the filer, if applicable; and the signer of the form 603).
 2. When HL03 is code FG, use this segment to identify in-house employee lobbyists.
 3. When HL03 is code 25, use this segment to identify lobbying firms with which the filer contracts.
 4. When HL03 is code AG, use this segment to identify state agencies whose actions the filer will attempt to influence.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	NM101	98	Entity Identifier Code M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual <i>Use this segment to qualify the entity identified in the following data elements.</i>
		31	Postal Mailing Address 1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the mailing address of the filer if different than the business address. 2. When this code is used, NM102 should cite code 2.
		36	Employer 1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the employer of the filer, if applicable. 2. When this code is used, NM102 should cite code 2, and the 2/MTX/2000 segment should be used to describe the business activity of the employer.
		AG	Agent/Agency 1. When HL03 in the 2/HL/0100 segment is code AG, use this code to indicate the state agency whose actions the filer will attempt to influence. 2. When this code is used, NM102 should cite code 2.
		BU	Place of Business 1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the filer's principal place of business, if self employed. 2. When this code is used, NM102 should cite code 2.
		EAR	Lobbying Firm

				<p>1. When HL03 in the 2/HL/0100 segment is code 25, use this code to indicate a lobbying firm with which the filer contracts.</p> <p>2. When this code is used, NM102 should cite code 2.</p>	
		EAS	Lobbyist		
				<p>1. When HL03 in the 2/HL/0100 segment is code FG, use this code to indicate in-house employee lobbyists.</p> <p>2. When this code is used, NM102 should cite code 1.</p>	
		FN	Filer Name		
				<p>1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data.</p> <p>2. When this code is used, NM102 may cite code 1 or 2, the 2/N9/1200 segment MUST be used to provide a Secretary of State assigned electronic filer identification number, the 2/LQ/2100 segment should be used to identify the type of lobbyist employer and also to specify a industry group or business category applicable to the filer, and the 2/MTX/200 segment should be used to describe the lobbying interests of the filer, provide a description of the filer's business activity, a description of the industry, trade or professional association, the specific portion of the industry, trade or professional association the filer represents, or a description of an association with which filer has a common economic interest.</p> <p>3. When this code is used and NM102 is code 1, the following segments MUST be used to provide a PIN number that represents the entity's signature, a date of the signature, the title of the entity, and verification statements: 2/N9/1200, 2/DTM/1300, 2/TPB/1600, and 2/LQ/2100.</p>	
		UZ	Signer		
				<p>1. When NM101 is code FN and NM102 is code 2, use this code to indicate the responsible officer signing the form 603.</p> <p>2. When this code is used, NM102 should cite code 1, and the following segments MUST be used to provide a PIN number that represents the entity's signature, a date of the signature, the title of the entity, and verification statements: 2/N9/1200, 2/DTM/1300, 2/TPB/1600, and 2/LQ/2100.</p>	
M	NM102	1065	Entity Type Qualifier	M	ID 1/1
			Code qualifying the type of entity		
				<i>Use this data element to identify the entity qualified in NM101 as an individual, a government entity, or an entity other than a person or a government agency.</i>	
			1	Person	
				<i>Use this code to indicate an individual.</i>	
			2	Non-Person Entity	
				<i>Use this code to indicate an entity other than an individual or committee.</i>	
			G	Government	
Must Use	NM103	1035	Name Last or Organization Name	O	AN 1/60

Individual last name or organizational name

1. Use of this data element is *REQUIRED* to provide the name of an entity.

2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.

3. When NM102 is code G or 2 and the name of the entity is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.

	NM104	1036	Name First Individual first name	O	AN 1/35
	NM105	1037	Name Middle Individual middle name or initial	O	AN 1/25
	NM106	1038	Name Prefix Prefix to individual name	O	AN 1/10
	NM107	1039	Name Suffix Suffix to individual name	O	AN 1/10
Not Used	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X	ID 1/2
Not Used	NM109	67	Identification Code Code identifying a party or other code	X	AN 2/80
Not Used	NM110	706	Entity Relationship Code Code describing entity relationship	X	ID 2/2
Not Used	NM111	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	O	ID 2/3

Segment: N2 Additional Name Information
Position: 0800
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.
2. When NM102 is code G or 2, use this segment to provide the balance of an organization name that is greater than 60 characters.

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N201	93 Name Free-form name	M AN 1/60
		<i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i> <i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i>	
	N202	93 Name Free-form name	O AN 1/60

Segment: N3 Address Information
Position: 0900
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment: **N4 Geographic Location**
Position: 1000
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes:

- 1 Only one of N402 or N407 may be present.
- 2 If N406 is present, then N405 is required.
- 3 If N407 is present, then N404 is required.

Semantic Notes:
Comments:

- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
- 2 N402 is required only if city name (N401) is in the U.S. or Canada.

Notes: *Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.*

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
N401	19	City Name Free-form text for city name	O AN 2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	X ID 2/2
Must Use	N403	116 Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>This data element MUST be used to provide a ZIP code.</i>	O ID 3/15
Not Used	N404	26 Country Code Code identifying the country	X ID 2/3
Not Used	N405	309 Location Qualifier Code identifying type of location	X ID 1/2
Not Used	N406	310 Location Identifier Code which identifies a specific location	O AN 1/30
Not Used	N407	1715 Country Subdivision Code Code identifying the country subdivision	X ID 1/3

Segment: **PER Administrative Communications Contact**
Position: 1100
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide up to 3 communication numbers.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	PER01	366	Contact Function Code	M ID 2/2
			Code identifying the major duty or responsibility of the person or group named <i>Use this data element to qualify the party associated with the communication numbers provided in the following data elements.</i>	
			IC Information Contact	
Not Used	PER02	93	Name	O AN 1/60
			Free-form name	
	PER03	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			TE Telephone	
	PER04	364	Communication Number	X AN 1/256
			Complete communications number including country or area code when applicable <i>The telephone number shall be transmitted as a continuous number. Include the area code and extension, if applicable. Concatenate the letter X plus the extension at the end of the number, e.g., 7035551212X123.</i>	
	PER05	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			EM Electronic Mail <i>Use to indicate an e-mail address.</i>	
	PER06	364	Communication Number	X AN 1/256
			Complete communications number including country or area code when applicable	
	PER07	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			FX Facsimile	
	PER08	364	Communication Number	X AN 1/256
			Complete communications number including country or area code when applicable	
Not Used	PER09	443	Contact Inquiry Reference	O AN 1/20
			Additional reference number or description to clarify a contact number	

Segment: N9 Reference Identification
Position: 1200
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:
Notes:

1. When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number.
2. When N101 is code UZ or when NM101 is code FN and NM102 is code 1, use this segment to provide a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 603.

Data Element Summary

Ref.	Data			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
M	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			<i>Use this data element to qualify the number cited in N902.</i>	
		1W	Member Identification Number	
			<i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i>	
		4A	Personal Identification Number (PIN)	
	N902	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	N907	C040	Reference Identifier	O
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	
Not Used	C04001	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04002	127	Reference Identification	M AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04003	128	Reference Identification Qualifier	X ID 2/3

			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment: **DTM** Date/Time Reference
Position: 1300
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

When N901 in the 2/N9/1200 segment is code 4A, use this segment to identify the date the form 603 was signed.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time EDE Executed <i>Use this code to indicate the date the form 603 was signed.</i>	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: **TPB** Business Professional Title
Position: 1600
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify title of an individual within a company
Syntax Notes:

- 1 At least one of TPB01 or TPB02 is required.
- 2 If TPB03 is present, then TPB01 is required.
- 3 If TPB04 is present, then TPB03 is required.

Semantic Notes:

- 1 TPB02 is free-form description of the title.

Comments:
Notes: *When N101 is code UZ or when NM101 is code FN and NM102 is code 1, use this segment to identify the title of the entity signing the form 603.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
TPB01	1634	Business Professional Title Code	X ID 1/3
		Code identifying title of an individual within a business	
		<i>Use one of the listed codes to specify the title. When code 10 is selected, identify the title in text in TPB02.</i>	
		6 Assistant Treasurer	
		7 Assistant Vice President	
		9 Attorney	
		1E Manager	
		1K Member of the Board of Directors	
		1O Other Title	
		1P Owner	
		1Q Partner	
		1S President	
		2B Senior Vice President	
		2E Treasurer	
		2H Vice President	
		N Comptroller	
		W General Counsel	
TPB02	933	Free-Form Message Text	X AN 1/264
		Free-form message text	
		<i>When TPB01 is code 10, use this data element to identify the title.</i>	
Not Used	TPB03	559 Agency Qualifier Code	X ID 2/2
		Code identifying the agency assigning the code values	
Not Used	TPB04	822 Source Subqualifier	O AN 1/15
		A reference that indicates the table or text maintained by the Source Qualifier	

Segment: **MTX** Text

Position: 2000

Loop: NM1 Optional (Must Use)

Level: Detail

Usage: Optional

Max Use: >1

Purpose: To specify textual data

Syntax Notes:

- 1 If MTX01 is present, then MTX02 is required.
- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes:

- 1 MTX05 is the number of lines to advance before printing.

Comments:

- 1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Notes:

1. *When NM101 is code FN, use this segment to describe the filer's lobbying interests.*
2. *When NM101 in the 2/NM1/0700 segment is code 36 or when NM101 is code FN and LQ02 in the 2/LQ/2100 segment is code 06 - IND or 06 - BUS, use this segment to describe the business activity of the filer or of his employer.*
3. *When NM101 is code FN and LQ02 is code 06 - ASN, use this segment to describe the association; and to provide a specific description of the portion of industry, trade or profession the association represents.*
4. *When NM101 is code FN and LQ02 is code 06 - OTH, use this segment to provide a statement of nature and purpose; and to describe a trade, profession or other group with which the filer has a common economic interest.*
5. *The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.*
6. *This implementation convention limits the use of this segment to no more than three times when NM101 is code FN and one time when NM101 is code 36. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.*

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
MTX01	363	Note Reference Code	O ID 3/3
		Code identifying the functional area or purpose for which the note applies	
		CAJ	Type of Business <i>When NM101 is code 36 or when NM101 is code FN and LQ02 in the 2/LQ/2100 segment is code 06 - IND or 06 - BUS, use this code to describe the business activity.</i>
		CAK	Character of Business <i>When NM101 is code FN and LQ02 in the 2/LQ/2100 segment is code 06 - ASN, use this code to describe the industry, trade or profession represented.</i>
		EAL	Industry Group <i>When NM101 is code FN and LQ02 in the 2/LQ/2100 segment is code 06 - ASN or 06 - OTH, use this code to describe the specific portion of the industry, trade or profession represented or the trade, profession or other group with which the filer has an economic interest.</i>
		EAN	Nature and Purpose of Other Lobbyist Employers <i>When NM101 is code FN and LQ02 in the 2/LQ/2100 segment is code 06 - OTH, use this code to provide a</i>

EBE *statement of nature and purpose.*
 Lobbying Interest
When NM101 is code FN, use this code to describe the filer's lobbying interests.

	MTX02	1551	Message Text To transmit large volumes of message text	X	AN 1/4096
			<i>This data element is limited to 300 characters. Exceeding this limit runs the risk of the Secretary of State's office not receiving the data.</i>		
Not Used	MTX03	1551	Message Text To transmit large volumes of message text	O	AN 1/4096
Not Used	MTX04	934	Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer	X	ID 2/2
Not Used	MTX05	1470	Number A generic number	O	N0 1/9
Not Used	MTX06	819	Language Code Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O	ID 2/3

Segment: LQ Industry Code
Position: 2100
Loop: LQ Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

1. When N101 is code UZ or when NM101 is code FN and NM102 is code 1, use this segment to provide verification statements.
2. When NM101 is code FN, use this segment to identify the type of lobbyist employer, to indicate whether the filer will attempt to influence actions of the state legislature, and to indicate the industry group the filer represents.
3. When NM101 is code FN and LQ02 is code 06-ASN, use another iteration of this segment to identify the number of number of members in the industry, trade or professional association.
4. The verification and authorization statements, the type of lobbyist employer, industry group classification, and number of association members, are identified by codes contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
5. All codes contained in the California Lobbyist Report Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
LQ01	1270	Code List Qualifier Code Code identifying a specific industry code list <i>Use this data element to identify the code list that contains the code specified in LQ02.</i>	O ID 1/3
		ECU California Lobbyist Report Codes	
LQ02	1271	Industry Code Code indicating a code from a specific industry code list <i>1. When NM101 is code UZ, enter codes from section 01, of the California Lobbyist Report Code List.</i> <i>2. When NM101 is code FN, enter codes from section 01 and 02, if applicable, and sections 04 and 06 of the California Lobbyist Report Code List.</i>	X AN 1/30

Segment: **MTX** Text
Position: 2600
Loop: LQ Optional
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify textual data
Syntax Notes:

- 1 If MTX01 is present, then MTX02 is required.
- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes:

- 1 MTX05 is the number of lines to advance before printing.

Comments:

- 1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Notes: *When LQ02 in the 2/LQ/2100 segment is code 04 - IOT or 04 - BOT, use this segment to identify the "Other" category.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
MTX01	363	Note Reference Code	O ID 3/3
		Code identifying the functional area or purpose for which the note applies	
		<i>Use this data element to qualify the text carried in MTX02.</i>	
		EAA	Other Type of Group
			<i>When LQ02 in the 2/LQ/2100 segment is code 04 - IOT, use this code to indicate the other group classification.</i>
		EBH	Description of Other Business Sub-Category
			<i>When LQ02 in the 2/LQ/2100 segment is code 04 - BOT, use this code to indicate the other business category.</i>
MTX02	1551	Message Text	X AN 1/4096
		To transmit large volumes of message text	
		<i>This data element is limited to 100 characters. Exceeding this limit runs the risk of the Secretary of State's office not receiving the data.</i>	
Not Used	MTX03	1551	Message Text O AN 1/4096
		To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code X ID 2/2
		A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number O N0 1/9
		A generic number	
Not Used	MTX06	819	Language Code O ID 2/3
		Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment: **HL** Hierarchical Level
Position: 0101
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

Comments:

- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
- 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes:

This HL loop illustrates the submission of data required by California Form 604, Lobbyist Certification Statement.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i>	M ID 1/2
		EB	Filer <i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 604.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer and all associated entities.</i>	
		RP	Report <i>1. Use this code to indicate that the data which follows in this HL loop is information applicable to the</i>	

form being submitted (e.g., form number and the legislative sessions covered by the report).

2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.

Not Used	HL04	736	Hierarchical Child Code	O ID 1/1
			Code indicating if there are hierarchical child data segments subordinate to the level being described	

Segment: N9 Reference Identification
Position: 0201
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:
Notes: *When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.*

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N901	128 Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
		FQ Form Number <i>Use this code to indicate the number of the form that is being transmitted, i.e., F604.</i>	
		O8 Original Filing <i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 604.</i>	
		OJ Amendment Filing <i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 604.</i>	
	N902	127 Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369 Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373 Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337 Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623 Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	O ID 2/2

			restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	N907	C040	Reference Identifier	O
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	
Not Used	C04001	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04002	127	Reference Identification	M AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04003	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04004	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04005	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04006	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **DTM** Date/Time Reference
Position: 0301
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

When N901 in the 2/N9/0200 segment is code FQ, use of this segment is REQUIRED to identify the reporting period, i.e., the legislative session.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time <i>Use this data element to cite a code that qualifies the date identified in DTM06.</i> EDH Legislative Session <i>1. Use this code to identify the legislative session to which this report pertains.</i> <i>2. Identify the legislative session in DTM06 citing an appropriate date format qualifier code in DTM05.</i>	M ID 3/3
Not Used	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format <i>When DTM01 is code EDH, use this data element to specify the format of the dates cited in DTM06.</i> CY Year Expressed in Format CCYY RD4 Range of Years Expressed in Format CCYY-CCYY	X ID 2/3
	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times <i>Use this data element to specify the legislative session.</i>	X AN 1/35

Segment: **MTX** Text
Position: 0601
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify textual data
Syntax Notes:

- 1 If MTX01 is present, then MTX02 is required.
- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes:

- 1 MTX05 is the number of lines to advance before printing.

Comments:

- 1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Notes:

1. *Use this segment to provide additional text information related to the report being filed.*
2. *The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.*
3. *This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
MTX01	363		Note Reference Code Code identifying the functional area or purpose for which the note applies REP Report	O ID 3/3
MTX02	1551		Message Text To transmit large volumes of message text	X AN 1/4096
Not Used	MTX03	1551	Message Text To transmit large volumes of message text	O AN 1/4096
Not Used	MTX04	934	Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer	X ID 2/2
Not Used	MTX05	1470	Number A generic number	O N0 1/9
Not Used	MTX06	819	Language Code Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O ID 2/3

Segment: **NM1** Individual or Organizational Name
Position: 0701
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
2 If NM111 is present, then NM110 is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments: 1 NM110 and NM111 further define the type of entity in NM101.
Notes: *When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 604 and all associated entities (employer or lobbying firm and state agencies to be lobbied, if applicable).*

Data Element Summary

Ref.	Data Element	Name	Attributes
M	NM101	Entity Identifier Code	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		<i>Use this segment to qualify the entity identified in the following data elements.</i>	
	31	Postal Mailing Address	1. <i>When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the mailing address of the filer if different than the business address.</i> 2. <i>When this code is used, NM102 should cite code 2.</i>
	36	Employer	1. <i>When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the employer of the filer, if applicable.</i> 2. <i>When this code is used, NM102 may cite code 1 or 2,</i>
	AG	Agent/Agency	1. <i>When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the state agency to be lobbied.</i> 2. <i>When this code is used, NM102 should cite code G.</i>
	EAR	Lobbying Firm	1. <i>When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the lobbying firm for which the lobbyist works, if applicable.</i> 2. <i>When this code is used, NM102 should cite code 2.</i>
	FN	Filer Name	1. <i>When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data.</i> 2. <i>When this code is used, NM102 should cite code 1; the 2/N9/1200 segment MUST be used to provide a Secretary of State assigned electronic filer identification number and a Personal Identification</i>

Number (PIN) that represents the filer's signature; the 2/DTM/1300 segment to identify the date the form 604 was signed, the date the filer was qualified as a lobbyist, and the 2/LQ/2100 segment should be used to provide required statements, certifications and verifications.

M	NM102	1065	Entity Type Qualifier Code qualifying the type of entity	M	ID 1/1
<i>Use this data element to identify the entity qualified in NM101 as an individual, a government entity, or an entity other than a person or a government agency.</i>					
		1	Person		
<i>Use this code to indicate an individual.</i>					
		2	Non-Person Entity		
<i>Use this code to indicate an entity other than an individual or committee.</i>					
		G	Government		
Must Use	NM103	1035	Name Last or Organization Name Individual last name or organizational name	O	AN 1/60
<i>1. Use of this data element is REQUIRED to provide the name of an entity.</i>					
<i>2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.</i>					
<i>3. When NM102 is code G or 2 and the name of the entity is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.</i>					
	NM104	1036	Name First Individual first name	O	AN 1/35
	NM105	1037	Name Middle Individual middle name or initial	O	AN 1/25
	NM106	1038	Name Prefix Prefix to individual name	O	AN 1/10
	NM107	1039	Name Suffix Suffix to individual name	O	AN 1/10
Not Used	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X	ID 1/2
Not Used	NM109	67	Identification Code Code identifying a party or other code	X	AN 2/80
Not Used	NM110	706	Entity Relationship Code Code describing entity relationship	X	ID 2/2
Not Used	NM111	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	O	ID 2/3

Segment: N2 Additional Name Information
Position: 0801
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.
2. When NM102 is code G or 2, use this segment to provide the balance of an organization name that is greater than 60 characters.

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N201	93 Name Free-form name	M AN 1/60
		<i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i> <i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i>	
	N202	93 Name Free-form name	O AN 1/60

Segment: N3 Address Information
Position: 0901
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166 Address Information Address information	M AN 1/55
	N302	166 Address Information Address information	O AN 1/55

Segment: **N4 Geographic Location**
Position: 1001
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes:

- 1 Only one of N402 or N407 may be present.
- 2 If N406 is present, then N405 is required.
- 3 If N407 is present, then N404 is required.

Semantic Notes:
Comments:

- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
- 2 N402 is required only if city name (N401) is in the U.S. or Canada.

Notes: *Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.*

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
N401	19	City Name Free-form text for city name	O AN 2/30
N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	X ID 2/2
Must Use	N403	116 Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>This data element MUST be used to provide a ZIP code.</i>	O ID 3/15
Not Used	N404	26 Country Code Code identifying the country	X ID 2/3
Not Used	N405	309 Location Qualifier Code identifying type of location	X ID 1/2
Not Used	N406	310 Location Identifier Code which identifies a specific location	O AN 1/30
Not Used	N407	1715 Country Subdivision Code Code identifying the country subdivision	X ID 1/3

Segment: **PER Administrative Communications Contact**
Position: 1101
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide up to 3 communication numbers.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named <i>Use this data element to qualify the party associated with the communication numbers provided in the following data elements.</i> IC Information Contact	M ID 2/2
Not Used	PER02	93	Name Free-form name	O AN 1/60
	PER03	365	Communication Number Qualifier Code identifying the type of communication number TE Telephone	X ID 2/2
	PER04	364	Communication Number Complete communications number including country or area code when applicable <i>The telephone number shall be transmitted as a continuous number. Include the area code and extension, if applicable. Concatenate the letter X plus the extension at the end of the number, e.g., 7035551212X123.</i>	X AN 1/256
	PER05	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail <i>Use to indicate an e-mail address.</i>	X ID 2/2
	PER06	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/256
	PER07	365	Communication Number Qualifier Code identifying the type of communication number FX Facsimile	X ID 2/2
	PER08	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/256
Not Used	PER09	443	Contact Inquiry Reference Additional reference number or description to clarify a contact number	O AN 1/20

Segment: N9 Reference Identification
Position: 1201
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:
Notes:

When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number and a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 604.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification <i>Use this data element to qualify the number cited in N902.</i> 1W Member Identification Number <i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i> 4A Personal Identification Number (PIN)	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O
Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X ID 2/3

Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment: **DTM** Date/Time Reference
Position: 1301
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

1. When NM101 in the 2/NM1/0700 segment is code FN, use this segment to identify the date the filer was qualified as a lobbyist, if applicable.
2. When N901 in the 2/N9/1200 segment is code 4A, use this segment to identify the date the form 604 was signed.

Data Element Summary

Ref.	Data Element	Name	Attributes
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		EDE Executed	
		EDL Qualified	
		<i>Use this code to indicate the date the form 604 was signed.</i>	
		<i>Use this code to indicate the date the filer was qualified as a lobbyist.</i>	
	DTM02	373 Date	X DT 8/8
		Date expressed as CCYYMMDD	
Not Used	DTM03	337 Time	X TM 4/8
		Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	DTM04	623 Time Code	O ID 2/2
		Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	DTM05	1250 Date Time Period Format Qualifier	X ID 2/3
		Code indicating the date format, time format, or date and time format	
Not Used	DTM06	1251 Date Time Period	X AN 1/35
		Expression of a date, a time, or range of dates, times or dates and times	

Segment: LQ Industry Code
Position: 2101
Loop: LQ Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

1. When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide statements and verifications.
2. The statements and verifications are identified by codes contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
3. All codes contained in the California Lobbyist Report Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
LQ01	1270	Code List Qualifier Code		O ID 1/3
		Code identifying a specific industry code list		
		<i>Use this data element to identify the code list that contains the code specified in LQ02.</i>		
		ECU	California Lobbyist Report Codes	
LQ02	1271	Industry Code		X AN 1/30
		Code indicating a code from a specific industry code list		
		<i>When NM101 is code FN, enter codes from section 01 of the California Lobbyist Report Code List.</i>		

Segment: **DTM** Date/Time Reference
Position: 2301
Loop: LQ Optional
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:

Notes: *When LQ02 in the 2/LQ/2100 segment cites code 01 - VR8, use this segment to identify the completion date of the Lobbyist Ethics Orientation Course.*

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 198 Completion	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: **HL** Hierarchical Level
Position: 0102
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:
Semantic Notes:
Comments:

- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
- 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *This HL loop illustrates the submission of data required by California Form 606, Notice of Termination.*

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i>	M ID 1/2
		EB	Filer <i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 606.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer and all associated entities.</i>	
		RP	Report <i>1. Use this code to indicate that the data which follows in this HL loop is information applicable to the</i>	

form being submitted (e.g., form number, the legislative sessions covered by the report, and the effective date of the termination).

2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.

Not Used	HL04	736	Hierarchical Child Code	O ID 1/1
			Code indicating if there are hierarchical child data segments subordinate to the level being described	

Segment: N9 Reference Identification
Position: 0202
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:
Notes:

When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.

Data Element Summary

Ref.	Data Element	Name	Attributes
M	N901	128 Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
		FQ Form Number <i>Use this code to indicate the number of the form that is being transmitted, i.e., F606.</i>	
		O8 Original Filing <i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 606.</i>	
		OJ Amendment Filing <i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 606.</i>	
	N902	127 Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369 Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373 Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337 Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623 Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	O ID 2/2

			restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	N907	C040	Reference Identifier	O
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	
Not Used	C04001	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04002	127	Reference Identification	M AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04003	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04004	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04005	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04006	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **DTM** Date/Time Reference
Position: 0302
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:
Comments:
Notes:

When N901 in the 2/N9/0200 segment is code FQ, use of this segment is REQUIRED to identify the reporting period, i.e., the legislative session, and the effective date of the termination.

Data Element Summary

Ref.	Data Element	Name	Attributes
M	DTM01	374 Date/Time Qualifier	M ID 3/3
		Code specifying type of date or time, or both date and time	
		<i>Use this data element to cite a code that qualifies the date identified in DTM02 or DTM06.</i>	
		396 Termination	
		<i>1. Use his code to indicate the effective date of the termination.</i>	
		<i>2. Identify the date in DTM02.</i>	
		EDH Legislative Session	
		<i>1. Use this code to identify the legislative session to which this report pertains.</i>	
		<i>2. Identify the legislative session in DTM06 citing an appropriate date format qualifier code in DTM05.</i>	
	DTM02	373 Date	X DT 8/8
		Date expressed as CCYYMMDD	
		<i>When DTM01 is code 396, use this data element to identify the effective date of the termination.</i>	
Not Used	DTM03	337 Time	X TM 4/8
		Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	DTM04	623 Time Code	O ID 2/2
		Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
	DTM05	1250 Date Time Period Format Qualifier	X ID 2/3
		Code indicating the date format, time format, or date and time format	
		<i>When DTM01 is code EDH, use this data element to specify the format of the dates cited in DTM06.</i>	
		CY Year Expressed in Format CCYY	
		RD4 Range of Years Expressed in Format CCYY-CCYY	
	DTM06	1251 Date Time Period	X AN 1/35
		Expression of a date, a time, or range of dates, times or dates and times	
		<i>Use this data element to specify the legislative session.</i>	

Segment: **MTX** Text
Position: 0602
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify textual data
Syntax Notes:

- 1 If MTX01 is present, then MTX02 is required.
- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes:

- 1 MTX05 is the number of lines to advance before printing.

Comments:

- 1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Notes:

1. *Use this segment to provide additional text information related to the report being filed.*
2. *The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.*
3. *This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
MTX01	363	Note Reference Code Code identifying the functional area or purpose for which the note applies REP Report	O ID 3/3
	MTX02	Message Text To transmit large volumes of message text	X AN 1/4096
Not Used	MTX03	Message Text To transmit large volumes of message text	O AN 1/4096
Not Used	MTX04	Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer	X ID 2/2
Not Used	MTX05	Number A generic number	O N0 1/9
Not Used	MTX06	Language Code Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	O ID 2/3

Segment: **NM1** Individual or Organizational Name
Position: 0702
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
 2 If NM111 is present, then NM110 is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments: 1 NM110 and NM111 further define the type of entity in NM101.
Notes: *When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 606 and all associated entities (employer or lobbying firm, and the signer of the form 606, if applicable).*

Data Element Summary

Ref.	Data Element	Name	Attributes
M	NM101	Entity Identifier Code	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		<i>Use this segment to qualify the entity identified in the following data elements.</i>	
	36	Employer	1. When HL03 in the 2/HL/0100 segment is code EB, NM101 is code FN and NM102 is code 1, use this code to indicate the employer of the filer, if applicable. 2. When this code is used, NM102 may cite code 1 or 2,
	EAR	Lobbying Firm	1. When HL03 in the 2/HL/0100 segment is code EB, NM101 is code FN and NM102 is code 1, use this code to indicate the lobbying firm for which the lobbyist works, if applicable. 2. When this code is used, NM102 should cite code 2.
	FN	Filer Name	1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data. 2. When this code is used, NM102 should cite code 1 or 2, and the 2/N9/1200 segment MUST be used to provide a Secretary of State assigned electronic filer identification number. 3. When this code is used and NM102 is code 1, the 2/N9/1200 segment MUST also be used to provide a Personal Identification Number (PIN) that represents the filer's signature; the 2/DTM/1300 segment to identify the date the form 606 was signed; the 2/NX2/1400 should be used to identify the location where the form 606 was signed; the 2/TPB/1600 segment should be used to provide the title of the lobbyist; and the 2/LQ/2100 segment should be used to provide required verifications.
	UZ	Signer	1. When NM101 is code FN and NM102 is code 2,

use this code to indicate the responsible officer signing the form 606.

2. When this code is used, NM102 should cite code 1, and the following segments MUST be used to provide a PIN number that represents the entity's signature, a date of the signature, the location where the form 606 was signed, the title of the entity, and verification statements: 2/N9/1200, 2/DTM/1300, 2/NX2/1400, 2/TPB/1600, and 2/LQ/2100.

M	NM102	1065	Entity Type Qualifier Code qualifying the type of entity	M	ID 1/1
<i>Use this data element to identify the entity qualified in NM101 as an individual, or an entity other than a person.</i>					
		1	Person		
<i>Use this code to indicate an individual.</i>					
		2	Non-Person Entity		
<i>Use this code to indicate an entity other than an individual or committee.</i>					
Must Use	NM103	1035	Name Last or Organization Name Individual last name or organizational name	O	AN 1/60
<i>1. Use of this data element is REQUIRED to provide the name of an entity.</i>					
<i>2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.</i>					
<i>3. When NM102 is code 2 and the name of the entity is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.</i>					
	NM104	1036	Name First Individual first name	O	AN 1/35
	NM105	1037	Name Middle Individual middle name or initial	O	AN 1/25
	NM106	1038	Name Prefix Prefix to individual name	O	AN 1/10
	NM107	1039	Name Suffix Suffix to individual name	O	AN 1/10
Not Used	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X	ID 1/2
Not Used	NM109	67	Identification Code Code identifying a party or other code	X	AN 2/80
Not Used	NM110	706	Entity Relationship Code Code describing entity relationship	X	ID 2/2
Not Used	NM111	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	O	ID 2/3

Segment: N2 Additional Name Information
Position: 0802
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.
2. When NM102 is code 2, use this segment to provide the balance of an organization name that is greater than 60 characters.

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
M	N201	93 Name Free-form name	M AN 1/60
		<i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i> <i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i>	
	N202	93 Name Free-form name	O AN 1/60

Segment: N3 Address Information
Position: 0902
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment: **N4 Geographic Location**
Position: 1002
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes:

- 1 Only one of N402 or N407 may be present.
- 2 If N406 is present, then N405 is required.
- 3 If N407 is present, then N404 is required.

Semantic Notes:
Comments:

- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
- 2 N402 is required only if city name (N401) is in the U.S. or Canada.

Notes: *Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.*

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
N401	19	City Name Free-form text for city name	O AN 2/30
	N402	156 State or Province Code Code (Standard State/Province) as defined by appropriate government agency	X ID 2/2
Must Use	N403	116 Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>This data element MUST be used to provide a ZIP code.</i>	O ID 3/15
Not Used	N404	26 Country Code Code identifying the country	X ID 2/3
Not Used	N405	309 Location Qualifier Code identifying type of location	X ID 1/2
Not Used	N406	310 Location Identifier Code which identifies a specific location	O AN 1/30
Not Used	N407	1715 Country Subdivision Code Code identifying the country subdivision	X ID 1/3

Segment: N9 Reference Identification
Position: 1202
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:
Notes:

1. When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number.
2. When NM101 is code UZ or when NM101 is code FN and NM102 is code 1, also use this segment to provide a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 606.

Data Element Summary

Ref.	Data			Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>		
M	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			<i>Use this data element to qualify the number cited in N902.</i>	
		1W	Member Identification Number	
			<i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i>	
		4A	Personal Identification Number (PIN)	
	N902	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	N907	C040	Reference Identifier	O
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	
Not Used	C04001	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04002	127	Reference Identification	M AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04003	128	Reference Identification Qualifier	X ID 2/3

			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment: **DTM** Date/Time Reference
Position: 1302
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

When N901 in the 2/N9/1200 segment is code 4A, use this segment to identify the date the form 606 was signed.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time EDE Executed <i>Use this code to indicate the date the form 606 was signed.</i>	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: **NX2** Location ID Component
Position: 1402
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To define types and values of a geographic location
Syntax Notes:
Semantic Notes:
Comments:
Notes:

When N901 in the 2/N9/1200 segment cites code 4A, use this segment to identify the location where the form 606 was signed.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	NX201	1106	Address Component Qualifier Code qualifying the type of address component 17 Unstructured City and State	M ID 2/2
M	NX202	166	Address Information Address information <i>Use this segment to identify the city and state where the form 606 was signed. The full name of the city, followed by a comma, followed by the 2 position state code is preferred.</i>	M AN 1/55
Not Used	NX203	1096	County Designator Code identifying the county within a state	O ID 5/5

Segment: **TPB Business Professional Title**
Position: 1602
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify title of an individual within a company
Syntax Notes:

- 1 At least one of TPB01 or TPB02 is required.
- 2 If TPB03 is present, then TPB01 is required.
- 3 If TPB04 is present, then TPB03 is required.

Semantic Notes:

- 1 TPB02 is free-form description of the title.

Comments:
Notes: *When N101 is code UZ or when NM101 is code FN and NM102 is code 1, use this segment to identify the title of the entity signing the form 606.*

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
<u>Des.</u>	<u>Element</u>		
TPB01	1634	Business Professional Title Code	X ID 1/3
		Code identifying title of an individual within a business	
		<i>Use one of the listed codes to specify the title. When code 10 is selected, identify the title in text in TPB02.</i>	
		6 Assistant Treasurer	
		7 Assistant Vice President	
		9 Attorney	
		1E Manager	
		1K Member of the Board of Directors	
		1O Other Title	
		1P Owner	
		1Q Partner	
		1S President	
		2B Senior Vice President	
		2E Treasurer	
		2H Vice President	
		N Comptroller	
		W General Counsel	
TPB02	933	Free-Form Message Text	X AN 1/264
		Free-form message text	
		<i>When TPB01 is code 10, use this data element to identify the title.</i>	
Not Used	TPB03	Agency Qualifier Code	X ID 2/2
		Code identifying the agency assigning the code values	
Not Used	TPB04	Source Subqualifier	O AN 1/15
		A reference that indicates the table or text maintained by the Source Qualifier	

Segment: LQ Industry Code
Position: 2102
Loop: LQ Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

1. When N101 is code UZ or when NM101 is code FN and NM102 is code 1, use this segment to provide verification statements.
2. The verifications are identified by codes contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
3. All codes contained in the California Lobbyist Report Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
LQ01	1270	Code List Qualifier Code	O ID 1/3
		Code identifying a specific industry code list	
		<i>Use this data element to identify the code list that contains the code specified in LQ02.</i>	
		ECU California Lobbyist Report Codes	
LQ02	1271	Industry Code	X AN 1/30
		Code indicating a code from a specific industry code list	
		<i>When NM101 is code UZ or when NM101 is code FN and NM102 is code 1, enter codes from section 01 of the California Lobbyist Report Code List.</i>	

Segment: **SE** Transaction Set Trailer
Position: 3600
Loop:
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
			<i>This data element identifies the total number of segments included in the transaction set being transmitted. This number includes the ST (header) and SE (trailer) segments</i>	
M	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			<i>This data element MUST cite the same number as is cited in ST02 of the 1/ST/0100 segment.</i>	